

Guide for Review of Match Requirements			
Participating Jurisdiction (PJ):			
Staff Consulted:			
Fiscal Year (FY) Reviewed:			
Name(s) of Reviewer(s)		Date	

NOTE: All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the participant's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding.**"

Instructions: This Exhibit is designed to determine the PJ's compliance with HOME match requirements. It is divided into two sections: Eligibility; and Documentation. HOME match requirements must be met on a Federal fiscal year basis. Consequently, the HUD reviewer should select one or more fiscal years to examine. The reviewer should examine the match log and then verify its accuracy by reviewing all listed contributions or selecting a sample of listed contributions. For those contributions, the reviewer should examine files containing source documentation substantiating the value, timing, and eligibility of the contributions as match.

Questions:

A. ELIGIBILITY

1.

Are match contributions eligible (e.g., non-Federal contributions to eligible projects made in eligible form)? [24 CFR 92.219; 24 CFR 92.220(a) and (b)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

2.

If contributions are made to non-assisted units in housing that is partially HOME-assisted, are at least 50% of the units in the project HOME-assisted? [24 CFR 92.219(a)(3)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			

3.

If contributions are made to the commercial space in mixed-use projects, is at least 51% of floor space residential and are at least 50% of the dwelling units HOME-assisted? [24 CFR 92.219(a)(4)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			

4.

If contributions are made to housing that is not HOME-assisted, does the housing or tenant-based rental assistance (TBRA) meet the requirements for HOME match-eligible housing or TBRA? [24 CFR 92.219(b)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			

5.

If contributions are made to housing that is not HOME-assisted, are the forms of match eligible for this type of housing (i.e., not infrastructure, waived fees or charges, supportive services or homebuyer counseling)? [24 CFR 92.219(b)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			

6.

Was the value of each matching contribution calculated properly? [24 CFR 92.220]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

7.

Were the match contributions credited at the time the contributions were made? [24 CFR 92.221]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

B. DOCUMENTATION

8.

Does the PJ have a running match log indicating the type and amount of match contributions and the date credited? [24 CFR 92.508(a)(2)(ix)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

9.

Do the match log and other records indicate that the PJ has met its annual match requirement program year reviewed? [24 CFR 92.218]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		

10.

Has the PJ adequately documented the eligibility and value of match contributions? [24 CFR 92.219; 24 CFR 92.220; 24 CFR 92.221 and 24 CFR 92.508(a)(2)(ix)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion:		